Proposal → Project Lifecycle

Proposal

Request for services

Needs assessment

- Proposal Request Form
  OR
- Training Request Form

Review Board

- *Identify team lead for proposal*
- *Identify skills needed*

Proposal development
- Team lead defines scope
- Identify customer needs
- Work with Tony & Tim:
  - Resource planning
  - Budget/cost analysis

Review Board

- *Approval of proposal (including resource plan & budget)*

Project Planning
- Workplan
- Role map
- Task order/contract

- *Team lead works with Effective Teams champion or training team process coach*

Project

Team kick-off
- Standard kick-off for all teams
- Project management tools/effective teams
- Review planning materials: workplan, role map
- Reporting relationships (homeroom concept)
- How do we work together?

← **Touch points** →

← **Working sessions** →

← **Status reporting** →

Evaluation/Assessment

Celebration